

POLICE SUPPLY OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative position in the police department, the major duties of which include receiving, storing, and dispersing any materials needed by police department personnel, as well as initiating requisitions for replenishing stock. The Police Supply Officer also maintains police department vehicles, orders outside repairs and provides training on equipment care and usage. The employee of this class maintains records and reports of the work of the supply office as required. The Police Supply Officer works with limited supervision, performing special assignments with general instructions, and reports to and has work reviewed by the Police Lieutenant assigned to Administrative Services.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Participates in operations of the Administrative division, managing, maintaining, planing and organizing supplies for police department buildings and vehicles, apparatus, communication equipment and all department issued police personnel equipment. Provides police department personnel with the supplies, tools, and resources necessary to get their jobs done and ensures that these are used economically. Disburses supplies and equipment as required. Gives reports, offers advice, makes recommendations, and keeps informed on local trends that may affect the police service when attending all meetings required by the local governing authority.

Provides for the general care, maintenance, and use of departmental equipment, including communications equipment, motor driven vehicles, stations and grounds, and other related property. Checks all police department equipment such as communications systems or police units on a regular basis to assure that equipment is in correct operating condition. Serves as an instructor for formal instruction provided by the department in the subject of equipment care and usage.

Evaluates the condition of department property, equipment, and supplies which have been returned as defective by means of operating, adjusting, or testing in order to determine or recommend repair or replacement. Maintains a holding area for damaged or defective materials which are to be returned to the supplier. Gets estimates on repair costs and determines which repair service should be used. Locates repair services and arranges for repairs

and maintenance of all department buildings, property, or equipment. Arranges for repairs and maintenance of all department facilities, equipment, or operating systems. Inspects equipment or property after repairs to see that repairs were properly accomplished.

Maintains department stock inventory of printed materials, uniform items, and weapons, and is responsible for replenishment of such stocks. Provides for the police line class stock items, such as batteries, flares, mace and related items. Counts items according to department procedures to ensure adequate inventory of items. Develops and maintains a stock rotation system to ensure that old stock is distributed before new stock. Organizes and stores department property, equipment and supplies following departmental procedure.

Reviews supplier lists, and assists in placing orders as necessary. Makes recommendation on major purchases for the department. Meets with sales representatives to review products and make decisions on purchasing. Writes specifications for new police department equipment.

Records the issuance of supplies, materials, and/or equipment to other employees. Retrieves records, reports, or forms from files when needed. Maintains directories of vendors, suppliers, and manufacturers. Reads service manuals, parts books, and any other written material necessary to determine how to perform required duties. Writes reports as directed.

Promotes a positive public image of the work of the department in the daily performance of duties by informing the public of the necessity and methods of civilian cooperation in law enforcement work. Works with other public service agencies on projects of mutual concern to both the agency and the police department. Writes letters in answer to written or oral requests addressed to the police department or needed to handle problems or to address other needs of the police service.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without

accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.